

Retirement Report

Bi-Annual Update for Nebraska School Employer Contacts

Spring 2009

Enclosed are Recap Reports as well as Wage and Contribution Reports for disk and paper reporters. If you are an on-line reporter and send in a Recap Report each month, please be sure to use the newest version of the form. This can be found in the back of your Manual for Employer Contacts or downloaded from our website. Also enclosed is a listing of members reported by your school and demographic information for each employee that we have on file.

ON-LINE AND DISK REPORTERS:

Please review each member's address for accuracy and make any necessary corrections. Remember, in order for address changes to update on our system, the "Date of Address Change" field must be completed with a date that is within the current reporting period. If you use the copy forward method of reporting, or, for another option after your file has been uploaded, you can "Edit" the report, change the address on the individual's record, and choose "Save" at the bottom of the screen.

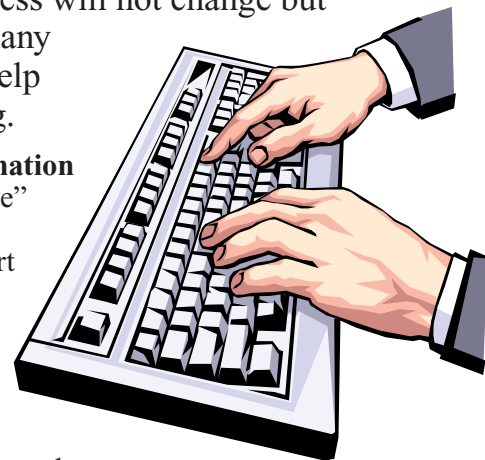
PAPER REPORTERS:

Please review for accuracy, the demographic information for each member on their printed Wage and Contribution Report. If there are changes to be made, please mark them in the "Changes/Corrections to Demographics Information" column on the right side of the form. Members without address information will not receive important mailings from our office unless we have an updated address on file.

Nebraska Public Retirement Information System (NPRIS) Upgrades

The Nebraska Public Employees Retirement Systems will be introducing our upgraded system very soon (anticipated date is February 27th – March 3rd)! The look and feel of the employer reporting process will not change but our new system will have many improvements that should help with your monthly reporting.

- **Validation /Editing/Confirmation** – You will be able to "validate" (a preliminary check of your records for errors) your report on the same day you upload! You will also be able to edit and confirm your report on the same business day!
- **Suspended Status** – If your report is in 'suspended' status and you correct all suspended record(s), the report status will change to 'added' after you validate the report.
- **Notes** – Employees' individual records will have a section to leave notes! This will help cut down on phone calls if a question arises.



More features to come!

System Upgrade/Downtime

We are in the final stages of testing NPRIS and more information will be sent out soon!

The transition is scheduled to happen Friday February 27th and will be finished Tuesday, March 3rd. During this time you will not be able to access your employer reporting. If you plan on uploading your monthly files, please have this done by the end of the business day on Thursday February 26th.

To help us with our transition, please be sure your contact information for authorized reporting agents is current and up to date so you will receive important announcements and emails.

Reporting Deadlines

In order to avoid late fees, please follow these reporting guidelines:

The Wage and Contribution Report and payment must be submitted and confirmed no later than 10 calendar days after the payroll period end date. If the 10th falls on a weekend or holiday, it should be received and confirmed by NPERS the following workday.

If circumstances will make your monthly report late – communication is key! Contact us before the due date; we are always willing to work with you.

Posting your Wage and Contribution Report – Your employer report will post

only when NPERS has accepted it and funds have been received. The posting of your report is done by NPERS personnel. We have received numerous phone calls asking, "Why hasn't my report posted?" NPERS has a large number of school reports to process each month and we try our best to get to them as soon as possible.

If your school pays by check, please remember that monthly remittances must be made to NPERS on only one draft, money order, or check per report. Penalties are the only exception, where we can accept a separate check for penalties due.

Applying for Retirement Benefits:

Please remind your employees to contact NPERS in writing, by telephone or in person at least three months before their anticipated retirement date.

Retirement benefits will not start automatically!

IMPORTANT, PLEASE READ:

Non-Contributing Forms (Non-Cons)

We would like to offer a friendly reminder to please be accurate when completing the School Non-Contributing Member Forms. Our Benefits Department relies on the reported information on this form to process a retiree's benefit. Unfortunately, the number of instances is increasing where inaccurate information on the Non-Contributing Member Form has caused a delay in processing a member's benefit or has caused a recalculation of a member's benefit. For example, on the form we ask for the month of the Wage and Contribution Report in which the member's final retirement contributions and hours will be reported. If the form reports June 2009, for example, the Benefits Department will base their processing decisions on that June 2009 date. If additional compensation and hours are subsequently reported on a later Wage and Contribution Report, it causes a reevaluation of the member's account. Is the termination date correct? Is the member's effective date of retirement correct? Does the benefit need recalculated?

Another important date reported on the Non-Contributing Member Form is the member's "termination date." Termination is defined as the date on which the member

experiences a "bona fide" separation from service of employment. This is when the employer/employee relationship is dissolved. For example, if a teacher finishes the school year on May 25, 2009, but then continues working during the summer... May 25, 2009, is not the member's termination date. The member's termination date is the day he/she finishes summer work.

The member cannot work past the date recorded on line 3 of the Non-Contributing Member Form (at least for 180 calendar days). Again, the Benefits Department bases processing decisions on the information you report on the form. We have had instances where a member's effective date of retirement has changed because of a change in the termination date which resulted in the member having to repay benefits received in error.

"It is our hope that mentioning a few of the problems we have experienced in the past will alleviate some problems in the future..."

The information received from school employers is generally accurate and complete. It is our hope that mentioning a few of the problems we have experienced in the past will alleviate some problems in the future, saving your office and ours valuable time. Thank you for your efforts. As always, if you have any questions when completing the Non-Contributing Member Form, please feel free to contact our office for clarification.

Adjustments Reminder...

Please be sure to provide an explanation for adjustments!

All adjustments made on reports, including online reports, require documentation. The School

Adjustment Report form can be found in your Employer Manual or downloaded from our website, <http://www.npers.ne.gov/public/forms/formsDownloadStart.jsp>.

NPRIS' note section will also allow you to leave an explanation and is an acceptable form of documentation.

Adjustments for contributions reported in error are subject to refund and will be deducted from your future reporting. The member's portion of contributions can be refunded going back two years prior to the reporting period the adjustments are completed. Contributions reported in error prior to the allowed time limit (two years – employee, one year – employer) will not be refunded.

Once an employer is notified that contributions have been reported on improper compensation, it is the responsibility of the employer to discontinue the improper contributions and correct the previous errors. Please contact NPERS for instructional assistance when reporting adjustments. (Compensation determined to be improper, even if not refunded, will not be considered when calculating a retirement benefit.)

003 EXCESS CONTRIBUTIONS

003.01

– If NPERS determines that a retirement system has received an excess employee contribution, NPERS shall return the excess employee contribution to the employer, and the employer shall return the excess employee contribution to the employee.

003.02

– If NPERS determines that a retirement system has received an excess employer contribution, NPERS shall credit the excess employer contribution against future employer contributions. Adjustments due to excess employer contributions shall be made within one year of the date the excess contribution was received by NPERS. If more than one year has passed since the date the contribution was received, the excess contribution shall not be adjusted.

010 STATUTE OF LIMITATIONS

010.01

– Every claim and demand under these regulations and against NPERS or the Board shall be forever barred unless the action is brought within two years of the time at which the claim accrued.

Updating Employees'/Members' Addresses

When updating addresses with monthly reporting, be sure to include a date of address change. This date of address change has to be within the same month of the report you are working on in order for our system to update. For example, if you are working on the March 2009 report the date must be 3/1/09 through 3/31/09. Please refer to page 3-53 through 3-57 in your Employer Manual for instructions.

2009 Employer Workshops

*The following is a list of dates
and locations of NPERS
upcoming 2009 Workshops.*

JULY 21, 2009

9:00-12:00 **GERING**
— Gering Civic Center, 1050 M Street

JULY 22, 2009

9:00-12:00 **NORTH PLATTE**
— Holiday Inn Express
300 Holiday Frontage Rd.

JULY 23, 2009

9:00-12:00 **KEARNEY**
— Location to be announced in March.

JULY 28, 2009

9:00-12:00 **OMAHA**
— ESU #3, 6949 South 110th Street

JULY 29, 2009

9:00-12:00 **LINCOLN**
— SECC, 301 South 68th Place

JULY 30, 2009

9:00-12:00 **NORFOLK**
— NECC, 801 East Benjamin Ave

Mark your calendar!

The registration brochure is
posted on our website at
www.npers.ne.gov.

The registration form may be
completed and submitted online,
or printed and mailed to NPERS.

Compensation

Compensation includes gross wages or salaries payable and includes:

- ☐ Overtime pay
- ☐ Member retirement contributions
- ☐ Retroactive salary payments paid pursuant to court orders, arbitrations, or litigation and grievance settlements
- ☐ Amounts contributed by the member to plans under §125, 403(b), and 457 of the Internal Revenue Code as defined in §49-801.01 or any other section of the code which defers or excludes such amounts from income.

Compensation does not include:

- ☐ Amounts for unused sick or vacation leave converted to cash payments
- ☐ Insurance premiums converted into cash payments
- ☐ Fringe benefits
- ☐ Bonuses for services not actually rendered, including, but not limited to, early retirement inducements, cash awards, and severance pay
- ☐ Reimbursements for expenses incurred
- ☐ Fraudulently obtained amounts as determined by the retirement board

Late Interest

Please be aware when reporting adjustments for prior reporting periods, late interest will be calculated to make the members account “whole” and late interest is the responsibility of the employer (for example, retro or back pay owed to employee, or reporting late).


NPERS

Nebraska Public Employees
Retirement Systems
1221 N Street, Suite 325
P.O. Box 94816
Lincoln, NE 68509-4816
402-471-2053 or 800-245-5712
www.npers.ne.gov

CONTACT US:

1-800-245-5712 or 402-471-2053

Jason L. Bailey at (402)471-9497
jason.bailey@nebraska.gov

Linda Davis at (402)471-6098
linda.davis@nebraska.gov